

Report for Week Ending 15 January 1958
from
RECORDS DISPOSITION BRANCH

1. Assignments - Active 25X1A9a
 - a. Project 6-40 - OCR [REDACTED]
25X1A9a Security clearance obtained on appraisal prepared by Mr. [REDACTED] and returned to National Archives.
 - b. Project 6-95 - Office of Personnel [REDACTED] 25X1A9a
The portion of the schedule for the DD/Pers/PD has been returned to the Staff approved and signed. The entire schedule will now be assembled and taken to the Director of Personnel for his approval. Project is 95% complete.
 - 25X1A8a c. Project 8-18 00 [REDACTED] 25X1A9a
25X1A8a No further action has been taken within the Division on the review and coordination of the schedule. The collection of all forms used within [REDACTED] has been completed. These will be given to the ARO who will continue the survey.
25X1A9a
 - d. Project 8-20 ORR [REDACTED]
Files of Chief, Economic Area are being cut off and the inactive material retired. Current files are being established under subject numeric system. 25X1A9a
 - e. Project 8-48 Medical Staff [REDACTED]
General layout and floor loading of Room 200, Central Building has been approved by the Building Safety Officer. Project is continuing. 25X1A9a
 - f. Project 8-49 Office of Personnel [REDACTED]
Installation of subject-numeric file in Office of the Chief, Position Evaluation Division. 90% complete.
 - g. Project 8-53 OTR [REDACTED] 25X1A9a
Review of the Records Control Schedule is continuing. Approximately one third of the questionnaires have been returned to the ARO and the comments are being considered. Some components of OTR will need to be surveyed again.

h. Map Library/ORR [REDACTED]

25X1A9a

Comptroller, Machine Records Division [REDACTED]

No further developments on these projects.

i. Review of Subject Files Installations.

Review of file installations in OCR/SR continues. A change in secretaries necessitated a considerable amount of instruction. The review may result in the retirement of one cubic foot of records from the Special Register at [REDACTED] [REDACTED] ✓

25X1A6a

25X1A9a

Continued follow-up on previous installations (5) of subject files in OP and assisted in establishment of new files for 1958.

25X1A9a

j. File-Equipment Review [REDACTED]

25X1A9a

Cancelled one requisition for two pieces of safe type filing equipment by requesting the Office concerned to fill the requirement from surplus within the Office.

2. Assignments - Inactive

25X1A9a

a. Project 9-90 Commercial Staff [REDACTED]

3. Vital Materials

a. Microfilming of Vital materials in the Office of Security has been completed.

b. Microfilming of Vital materials in the Logistics Office commenced this week.

c. A meeting was held with representatives of ORR.Geo Div to establish procedure to be followed in the preparation for, and filming of a 120,000 card index file. At this meeting it was decided that ORR would provide two employees to prepare and reassemble (unstaple and restaple these cards). This will permit the microphotographer to devote full time to operating the microfilm machine.

d. Twenty-five five-drawer cabinets were removed from [REDACTED] for eventual delivery to [REDACTED] For security reasons these cabinets will be sterilized by [REDACTED] prior to delivery to [REDACTED] An additional 15 cabinets will accompany these which should fulfill Mr. [REDACTED] request.

25X1A6a

25X1A6a

4. News

a. [REDACTED]

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[REDACTED]

25X1A9a

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- b. At the request of Mr. [REDACTED] Chief, Consumers Industries Branch/ORR, we reviewed a proposed uniform file plan for the substantive collection files maintained by the analysts in his Branch. The plan was approved and we are assisting in the changeover which will cover 18 separate files. [REDACTED]

25X1A9a

25X1C4a

- c. [REDACTED] cu. ft. ✓
The material will be stored in the Records Center and several cubic feet will be sent to IR each week for screening.

25X1A9a

[REDACTED]